



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

California State Office

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[www.ca.blm.gov](http://www.ca.blm.gov)

April 11, 2002

In reply refer to:

1550(P)

CA-912

EMS TRANSMISSION: 4/11/02

Instruction Memorandum **No. CA-2002-042**

Expires: 09/30/2003

To: All Employees

From: DSD, External Affairs

Subject: Unauthorized Printing and Duplicating Procurements

Last month, the Denver office generated reports on unauthorized printing procurements made by employees using government issued credit cards. This is to remind you that **all** printing procurement **must** be made through the Government Printing Office (GPO).

Most field offices have term contracts established by the Government Printing Office to meet quick-turn around duplicating needs through a local vendor. GPO paperwork must be completed and submitted to the vendor with each print job you procure. The vendor bills GPO, and GPO charges your OFFICE COORDINATOR'S government issued credit card. Printing or Duplicating services procured on your term contract **MUST BE DONE THROUGH YOUR OFFICE COORDINATOR.**

Remote offices with minimal printing and duplicating needs have been given a waiver by the Government Printing Office, which is granted on a fiscal year basis. You may, in this case, use your government issued credit card to pay for printing services, **HOWEVER**, you must complete the waiver form, fax a copy to the Government Printing Office, retain the original with your credit card statement, **AND** report the purchase on the JCP Form No. 2 and send it to CA-912, Attn: AJ Ajitsingh. Again, you must work through your OFFICE COORDINATOR.

All other printing and duplicating procurements must be coordinated through AJ Ajitsingh in External Affairs. There are many regulations affecting the Printing Program. For more information, visit <http://web.ca.blm.gov/exaffairs/printing/printing.htm>.

Signed by:

Tony Staed

DSD, External Affairs

1 Attachment

Field Office Contacts

Authenticated by:

Richard A. Erickson

Records Management

Field Office	Name
Alturas	Adele Enderlein
Arcata	Clarence Killingsworth
Bakersfield	Cheri Lewis
Barstow	Bessie Hayes
Bishop	Doug Dodge
CDD	Doran Sanchez
Eagle Lake	Videll Retterath
El Centro	Corina Medina
Folsom	Mickey Hall
Hollister	Julie Harmon
Needles	John Lester
Palm Springs	Flora Paulino
Redding	Francisco Velarde
Ridgecrest	Loretta pedersen
Surprise	Wynarda Erquiaga
Ukiah	Debra McAfee